



# **JOB OPPORTUNITY**

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

---

## **SENIOR PERSONNEL SPECIALIST**

**\$3,731 - \$4,671**

**HUMAN RESOURCES MANAGEMENT DIVISION**

**SACRAMENTO**

***Position may be downgraded to a Personnel Specialist for recruitment purposes.***

**This is an internal recruitment and limited to current CDI employees only.**

### **RESPONSIBILITIES:**

Under general direction of the Transactions Manager (Staff Services Manager I), the incumbent will act as the Senior Personnel Specialist-cdiHR Coordinator and will be responsible for the internal maintenance of the cdiHR System, by maintaining accurate information within cdiHR pertaining to employees records, maintaining the attendance coordinators (AC) in cdiHR, assisting in training new AC's, act as the main liaison for AC's, assist in training new Personnel Specialist with cdiHR, maintain and creating work cycles, run monthly interfaces as needed, create and maintain manuals documenting all processes in cdiHR, act as the main liaison with the Information Technology Division (ITD) on the system maintenance, work with ITD in identifying and creating new reports as needed, track and work with ITD to resolve all system issues pertaining to cdiHR, cdiHR Coordinator – will be the departments designated Super User.

The incumbent will also be responsible for transactions and benefit processing related to workers' compensation pay and benefits; return to work adjustments, and leaves of absences – Family Medical Leave, State Disability Insurance, Non-industrial Disability Insurance, Catastrophic Leave, Work & Family Leave Program, short-term and long-term leaves permissible by Collective Bargaining Agreements. The incumbent must apply state laws and rules, department and control agency rules and regulations, and bargaining unit provisions to a variety of personnel transactions. Researches and provides management, supervisors, and employees with leave related information, as necessary. Specific duties include:

Administers complex and sensitive personnel issues related to disability claims and procedures by processing PAR and payroll documentation, salary advances, benefit documents; auditing, reconciling, and modifying leave credits; providing all workers' compensation documentation to appropriate staff; reviewing and processing various workers' compensation documents.

### **DESIRABLE QUALIFICATIONS:**

Seeking individuals with direct knowledge and experience related to Workers' Compensation; ability

08/27/14 RJ

---

### **DO NOT SUBMIT APPLICATIONS TO CalHR**

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

---



# JOB OPPORTUNITY

## CALIFORNIA STATE DEPARTMENT OF INSURANCE

---

to think logically, multitask, and apply laws, rules, regulations, and bargaining contract provisions related to workers' compensation pay and benefits, return to work adjustments, and leaves of absences; ability to independently interpret and use reference materials; follow directions; gather data; design and prepare tables and spreadsheets; ability to establish good working relationships and to communicate effectively with staff at all levels and with the public.

- Must have knowledge of laws, rules, regulations and bargaining contract provisions affecting personnel record keeping, personnel transactions, and leave balances used in state departments
- Must have knowledge of current office methods, procedures, equipment, and basic math principals
- Communicate effectively
- Establish and maintain cooperative working relations with internal and external customers
- Organize and prioritize work on a daily basis

### WHO MAY APPLY:

Applications will be accepted from internal recruitment and limited to current CDI employees only. Training and Development assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the State application.***

**All applicants**, regardless of the type of eligibility, must provide proof of meeting the minimum qualifications of the classification. To view the minimum qualifications, please visit [CalHR Job Descriptions](#) and type in either the class code or title of the classification for which you are applying.

Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.

### APPLICATION PROCEDURE:

Please mail a completed standard [State Application STD 678](#) and proof of meeting the minimum qualifications of the classification to Reginald Justo, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.**

DO NOT EMAIL APPLICATION. Emailed applications will not be accepted. **PLEASE INDICATE "Senior Personnel Specialist, PSN #413-191-1317-XXX" ON THE STATE APPLICATION.** Applications must be postmarked by the final filing date to be considered. For additional information, please call Reginald Justo at (916) 492-3351.

08/27/14 RJ

---

### DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

---



# ***JOB OPPORTUNITY***

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

---

**FINAL FILING DATE: Monday, September 8, 2014 - Close of Business (5:00 p.m.)**

**NOTE: Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list.**

**If you are applying for more than one recruitment, a separate State Application (STD. 678) is required for each recruitment for which you would like to be considered.**

---

08/27/14 RJ

**DO NOT SUBMIT APPLICATIONS TO CalHR**

**AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.**

---

Consumer Hotline (800) 927-HELP • Producer Licensing (800) 967-9331